

Tell Us About You!

Professional Information

Name: _____

Date: _____

Department: _____

Title: _____

About You:

(Optional, please share whatever information you feel comfortable with)

Birthday: _____

Home Address: _____

Home Telephone Number: _____

Family Member Names <i>(Optional)</i>	Relationship	Birthday
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Pets: _____

Personal/Professional Goals:

(Continued on other side)

Personal/Professional Accomplishments:

15 Minutes of Fame!

I prefer to be recognized:

☐ Publicly ☐ Privately ☐ No Preference

I feel more motivated when I am recognized by:

☐ Peers ☐ Management ☐ Executives ☐ No Preference

Pastime Favorites

Favorite treat food (i.e. chocolate, jelly beans, pop, nuts...)

Hobbies or Interests: _____

Music Preference: _____

Restaurants: _____

Other Activities: _____

WHAT'S MOST IMPORTANT IN A RECOGNITION PROGRAM?

TO SENIOR MANAGEMENT:	TO EMPLOYEES:	TO MANAGERS OF PROGRAM:
<ul style="list-style-type: none"> ◆ Increases productivity ◆ Produces Return On Investment (ROI) ◆ Improves attitudes ◆ Builds loyalty and commitment ◆ Generates positive feedback ◆ Empowers the workforce ◆ Assures efficiency 	<ul style="list-style-type: none"> ◆ Satisfies recognition needs ◆ Creates positive recognition experience ◆ Provides a wide selection of attractive, personalized awards ◆ Provides timeliness of recognition ◆ Guarantees quality of award ◆ Fosters open communication of appreciation 	<ul style="list-style-type: none"> ◆ Includes efficient administration ◆ Excites employees ◆ Creates pride ◆ Pleases management ◆ Involves all employees ◆ Develops a partnership with the workforce

Source: O.C. Tanner, 2000